



Policy: 4050
Procedure: 4050.13
Chapter: Security
Rule: Central Office Complex
Security

Effective: 03/27/08
Replaces: 4050.13
Dated: 03/20/08

Purpose:

Arizona Department of Juvenile Corrections (ADJC) employees and visitors shall be provided with a safe and secure environment through effective use of security procedures, practices, equipment, and training. The Central Office Complex refers to the ADJC offices located at 1616 and 1624 West Adams Street.

Rules:

1. ADJC Security Office located within 1624 W. Adams Street shall be open from 0600-1700 hours, Monday through Friday, excluding weekends and legal State holidays.
2. **ADJC SECURITY PERSONNEL AND CONTRACT SECURITY PERSONNEL** shall maintain constant surveillance and security vigilance of Central Office complex.
3. **SECURITY PERSONNEL** shall utilize visual surveillance and electronic monitoring/sensor to ensure only those employees and visitors having proper identification are allowed to enter the buildings.
 - a. **SECURITY PERSONNEL** shall not require ADJC and Arizona Department of Administration (ADOA) Central Office employees to pass through the stand alone magnetometer or to hand scanning upon reporting for work and throughout the course of a normal business day;
 - b. In the event any employee presents a security concern or if reasonable suspicion exists, **SECURITY PERSONNEL** may require the employee to submit to a property search along with an electronic body scan prior to entering the building.
4. **ALL ADJC OR ADOA CENTRAL OFFICE EMPLOYEES** shall possess and display a valid ADJC or ADOA issued photo identification card in a visible location on their person at all times while in the building. **SECURITY PERSONNEL** shall remind employees who are in non-compliance to display their photo ID card.
 - a. **ASSIGNED CENTRAL OFFICE EMPLOYEES** who are in possession of a valid ADOA Key Card may enter the building through the front or rear entrance utilizing the key card reader system;
 - b. **SECURITY PERSONNEL** who do not recognize the employee or have security concerns may request additional identification from the employee, conduct a property search, and/or perform an electronic body scan prior to the employee entering the building.
5. **CENTRAL OFFICE EMPLOYEES** may park in the north parking lot provided that they display the appropriate decal or tag for the area that they are assigned to park. **ADJC EMPLOYEES WHO ARE NOT ASSIGNED TO CENTRAL OFFICE** shall park their vehicles in the designated Wesley Bolin Memorial Plaza parking lot located directly across from the main entrance to 1624 West Adams Street. Exception: **HANDICAPPED EMPLOYEES** may park in the designated handicapped parking located on the north side of the building.
6. Under NO circumstances shall **ANY EMPLOYEE OR VISITOR** bring firearms, alcohol, explosive material, or chemical agent into any ADJC office building which includes ADJC offices located at 1616 W. Adams, 1624 W. Adams, and all ADJC leased Community Resource Centers/Parole Offices in accordance with ARS §§4-244.20, 13-3102, and 13-3103. Exception: **ADJC INVESTIGATORS, AUTHORIZED PAROLE OFFICERS, AND OTHER CERTIFIED LAW**

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ENFORCEMENT PERSONNEL may enter Central Office with a firearm or other approved weapons consistent with their job assignment and shall display a photo ID and/or badge while in the building.

7. **SECURITY PERSONNEL** shall not permit employees or visitors who refuse to secure a weapon to gain entry into the building. **SECURITY PERSONNEL** shall:
 - a. Notify Inspections and Investigations (IID) personnel and/or Capitol police to respond if any further difficulties should occur;
 - b. Re-direct the individual to leave items considered contraband in his/her vehicle prior to entering the building and/or store firearms and/or sharp instruments such as knives in the temporary weapon locker in the Central Office Lobby in accordance with ARS §13-3102.01.
 - i. Note on the visitor log, the type of weapon and the locker number that the weapon was secured in;
 - ii. Note on the visitor log when the weapons are picked up by the visitor.
8. **SECURITY PERSONNEL** shall maintain a permanent written/electronic log of all general public, visitors, contractors, and vendors entering the ADJC Central Office. This log shall contain the name of the individual whom they are visiting and/or area being visited including entrance and departure times.
 - a. **VISITORS, VENDORS, CONTRACTORS AND THE GENERAL PUBLIC** shall provide valid photo identification to Security personnel prior to entering the building.
 - i. **SECURITY PERSONNEL** shall issue the visitors a Temporary Visitor Pass numbered sequentially. **VISITORS, VENDORS, CONTRACTORS AND THE GENERAL PUBLIC** shall display the temporary pass at all times while in a Central Office Complex building;
 - ii. **SECURITY PERSONNEL** shall retain the visitor's photo ID in the Security Office until the visitor returns the visitor pass and departs.
 - b. **SECURITY PERSONNEL** shall visually search all briefcases, purses, bags and other materials of all visitors, contractors, vendors and general public prior to entering all ADJC Central Office Complex buildings.
9. **SECURITY PERSONNEL** shall bodily scan electronically all visitors, contractors, vendors and general public utilizing the stand alone magnetometers and/or hand scanners.
 - a. **GENERAL PUBLIC, VISITORS, CONTRACTORS, AND VENDORS** shall empty all pockets, placing all metal objects in a basket prior to being scanned. **SECURITY PERSONNEL** shall visually search these items;
 - b. In the event an individual is unable to clear the stand alone magnetometer after several attempts, **SECURITY PERSONNEL** shall utilize a hand scanner;
 - c. After all attempts to clear the visitor have failed, **SECURITY PERSONNEL** shall notify a supervisor to respond for further directions;
 - d. The **RESPONDING SUPERVISOR** may clear the visitor if s/he feels there is no security risk;
 - e. If a visitor does not know whom they wish to visit, **SECURITY PERSONNEL** shall call the appropriate area requesting that someone from that area respond to the security office to meet with the visitor in the first floor lobby;
 - f. **SECURITY PERSONNEL** shall notify the following specified areas by phone in order to inform them that their visitor is in the lobby prior to gaining entry into the building. The **SPECIFIED AREA EMPLOYEE** shall either advise security to direct the visitor to his/her office, or respond to the lobby area.
 - i. Director's Office;
 - ii. Deputy Director's Office;
 - iii. Chief Administrator for Safe Schools;
 - iv. Division Administrator, Community Corrections;
 - v. Inspections and Investigations Division (IID);
 - vi. Human Resources.

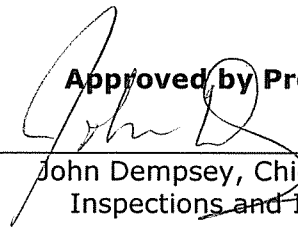
- (1) **HUMAN RESOURCES PERSONNEL** shall meet applicants/candidates in the lobby and if need be, escort them back to their work area and when business is completed escort the applicant back to the lobby.
10. **SECURITY PERSONNEL** shall ensure that all ADJC Central Office Complex offices are monitored by conducting a walk through of each floor several times during the business day. In addition **SECURITY PERSONNEL** shall:
 - a. Conduct random hourly checks which shall include all adjacent employee parking areas, being observant for damage and theft of state and personal vehicles;
 - b. Record all checks in the security log;
 - c. Report dangerous or hazardous conditions immediately to the supervisor in charge. If no supervisor is available, notify the Capitol Police.
11. **SECURITY PERSONNEL** shall ensure that all safety/security equipment and communication radios are functioning properly. **SECURITY PERSONNEL** shall inspect fire detection and prevention devices monthly and note the inspections in the security log.
12. **SECURITY PERSONNEL** and Capitol Police shall provide appropriate training and written materials to all employees concerning the following areas:
 - a. Bomb threat;
 - b. Terrorism threat;
 - c. Work place violence;
 - d. Domestic violence;
 - e. Mail threat.
13. **Biological or chemical threat:** In the event of a biological or chemical threat introduced through the mail:
 - a. **ADJC UNINFECTED EMPLOYEES OR VISTORS** shall evacuate the building or buildings to the designated staging area in accordance with this Procedure and Procedure 4007.09 Central Office and other ADJC Leased Buildings Fire Safety and Fire Drills;
 - b. **SECURITY PERSONNEL OR DESIGNATED RESPONDERS** shall isolate employees or visitors who may have been infected from other uninfected individuals.
14. **Bomb threat:** In the event of a bomb threat via phone:
 - a. **EMPLOYEES** shall:
 - i. Try to keep the caller on the phone line as long as possible;
 - ii. Utilize the Form 4050.13A Bomb Threat Check List in an attempt to accumulate critical information from the caller; and
 - iii. Contact Security personnel immediately as to the threat with as much information as possible.
 - b. **SECURITY PERSONNEL** shall call 911, the Capitol Police, and IID immediately;
 - c. **EMPLOYEES AND VISITORS** shall evacuate the building to the designated staging area.
15. **Safety procedures: EMPLOYEES AND VISITORS** shall evacuate all ADJC Central Office Complex buildings when directed to do so. Employees shall follow the listed steps:
 - a. If safe, secure vital records and shut down electrical equipment;
 - b. Proceed to predetermined exit or alternate exit if necessary;
 - c. Close all doors when exiting;
 - d. Assist disabled employees or visitors;
 - e. Proceed quietly and orderly;
 - f. DO NOT USE ELEVATORS;
 - g. DO NOT OPEN A DOOR if hot or if smoke is present;
 - h. Once outside of the building, assemble at a pre-designated staging area.
16. **FLOOR WARDENS** shall ensure all employees and visitors evacuate the area.

17. **Evacuation areas:** The following evacuation areas shall be utilized:
- a. **EMPLOYEES WORKING AT 1624 W. ADAMS STREET** shall evacuate through the back of the building and stage in the parking lot far north of the building in the event of a fire or biological threat;
 - b. **EMPLOYEES WORKING AT 1616 W. ADAMS** shall evacuate through the back of the building and stage in the parking lot far north of the building at the Church in the event of a fire or biological threat
 - c. In the event of a bomb threat **ALL W. ADAMS EMPLOYEES** shall evacuate through the front of the building to the Wesley Bolin Plaza parking area which is south of the building;
18. **ALL EMPLOYEES** shall read and familiarize themselves with all established safety procedures and evacuation plans.

Signature Date

3/27/08

Approved by Process Owner

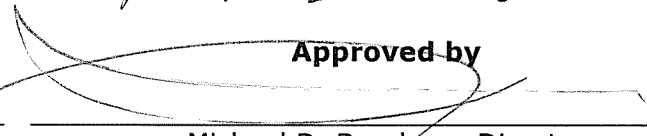


John Dempsey, Chief Administrator
Inspections and Investigations

Effective Date

3/27/08

Approved by



Michael D. Branham, Director

